



**City of Hermosa Beach**  
1315 Valley Drive, Hermosa Beach, CA 90254  
310.318-0203 - Fax 310.372-6186  
Email: [lcastillo@hermosabch.org](mailto:lcastillo@hermosabch.org)



Received By: CC  
Referred To: Fin  
Date Referred: 5-9-17

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney-client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Ivan Kranjcec (Smart Procure)</u>	Email: <u>ikranjcec@smartprocure.us</u>
Address:	Phone:
City:	Fax:

**Record or Document Requested:**

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

*See attached*

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. Accepted method of payment: Cash or check. Credit card accepted in person only.

Signature

Date

<b>For Departmental Use Only:</b>			
<b>Action Requested:</b> <input type="checkbox"/> Review Only <input type="checkbox"/> Copies Requested	<b>Action Taken:</b> <input type="checkbox"/> Document Reviewed <input type="checkbox"/> Copies Provided <input type="checkbox"/> Refusal/Reason	<b>By</b> _____	<b>Date</b> _____
<b>Non-Existent Document</b>	<b>Other (Please Explain)</b> _____		
<b>For City Clerk's Use Only:</b>			
<b>Date Requestor Notified</b> _____	<b>Notified By:</b> _____	<b>Date Picked Up or Mailed</b> _____	

## Lizanne Castillo

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**From:** Elaine Doerfling  
**Sent:** Tuesday, May 09, 2017 11:49 AM  
**To:** Lizanne Castillo  
**Subject:** Fwd: SmartProcure Public Records Request City of Hermosa Beach For PO/Vendor Information  
**Attachments:** PRR form revised filled.pdf; ATT00001.htm

Sent from my iPad

Begin forwarded message:

**From:** Ivan Kranjcec <[ikranjcec@smartprocure.us](mailto:ikranjcec@smartprocure.us)>  
**Date:** May 9, 2017 at 7:51:02 AM PDT  
**To:** [edoerfling@hermosabch.org](mailto:edoerfling@hermosabch.org)  
**Subject: SmartProcure Public Records Request City of Hermosa Beach For PO/Vendor Information**

Dear Elaine or Custodian of Public Records,

Please see attached form. Below is the full request in its entirety.

SmartProcure is submitting a public records request to the City of Hermosa Beach for any and all purchasing records from 2017-02-02 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address
7. What is the beginning of your fiscal year?

Please email the information or use the following web link. There is no file size limitation:  
<http://upload.smartprocure.us/?st=CA&org=CityofHermosaBeach>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at 954-289-0716.

Regards,

**Ivan Kranjcec**

Data Acquisition

**SmartProcure**

Direct: 954-289-0716

Email: [ikranjcec@smartprocure.us](mailto:ikranjcec@smartprocure.us) | [www.smartprocure.us](http://www.smartprocure.us)

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